



DEPARTMENT OF THE ARMY  
US ARMY CONTRACTING AGENCY SOUTHERN REGION HEADQUARTERS  
1301 ANDERSON WAY SW.  
BUILDING 130  
FT McPHERSON, GA 30330-1096

REPLY TO  
ATTENTION OF

SFCA-SR-CO

7 February 2003

MEMORANDUM FOR Army Contracting Agency, Southern Region Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-12, Procedures for Submission of Documents for Review

1. This memorandum provides procedures for submission of documents to the Southern Region PARC for review.
2. The preferred method of transmitting documents is electronically via E-Mail.

- a. Solicitations: Solicitations not requiring prior approval may be posted to the installation home page. When posting a solicitation to your home page, notify your ACA-SR assigned analyst, back-up analyst or other identified POC at this Headquarters via E-mail, that you are posting a solicitation to the home page. This notification must occur within one workday. In the notification E-mail, include an electronic version of the SJA legal review, your solicitation review board comments, the IGE and any other pertinent documents and reviews required by the ACA Acquisition Instructions, Section 4 – Solicitation and Award Review. Solicitation requiring prior approval, e.g., A-76, Food Service, Time and Materials, will not be released until approval is granted.

- b. All documents requiring approval, e.g., Acquisition Plans, Justification and Approval (J&A), submitted for Southern Region PARC review shall be forwarded to the ACA-SR-CO analyst supporting your installation via email. Documents with original signatures may be scanned and sent as Adobe Acrobat (.PDF) files or similar type of scanned file or they may be faxed.

- c. Completed review memorandums by ACA-SR PARC will either be sent via E-mail or Fax. Hard copies will not be mailed.

3. The following documents and procedures should be used for preparation of documents to be forwarded for review and approval.

- a. A Solicitation Review Board (SRB) review for all solicitations over \$500,000 (to include all options, if applicable and excluding RFQs utilizing FAR Part 13 and IFBs utilizing FAR Part 14) and each solicitation, regardless of dollar value, that may result in a cost reimbursement contract; formal source selection contract; time and materials contract; multi-year contract; Job Order Contract (JOC) contract; Full Food Service (FFS) contract; labor-hour contract; or Commercial Activities (CA) contract prior to issuance to industry.

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b. Composition of the SRB should be tailored to the particular solicitation, and may be formal or informal as determined by the DOC. An informal SRB is made up of individual(s) who review the solicitation without the members convening as a group. The Director normally chairs the formal SRB or an alternate (appointed by the Director).

c. The SRB should consist of the following members as a minimum:

(1) Contract Specialist, Contract Administrator, or Procurement Analyst (cannot be the contracting officer or the individual responsible for preparation of the solicitation).

(2) Legal Counsel (SJA).

(3) Technical expert(s) in the requirements area, to include Quality Assurance.

(4) Cost Price Analyst.

d. Corrective actions taken as a result of local reviews should be documented in the contract file.

e. The following solicitations (plus any amendments and one copy of any drawings) shall be submitted electronically to ACA-SR, Attn: ACA-SR-COD, concurrent with issuance to industry (with the exceptions noted):

(1) Solicitations, regardless of dollar value, that may result in a cost reimbursement, time and materials, multi-year, labor-hour contract, task order contract, solicitations utilizing oral presentation procedures, and solicitations that include award term incentives.

(2) The following solicitations shall be submitted to ACA-SR, Attn: ACA-SR-COD, for review and approval prior to issuance to industry:

(a) All Commercial Activities (CA) Solicitations. Headquarters review time for single functions is 20 working days; multi-functions, 45 working days. Installations shall consider this review time in establishing milestones. The review time is 15 working days for draft CA solicitations.

(b) Full Food Service (FFS) and/or Dining Facility Attendants (DFA) solicitations for review and approval at least 20 working days prior to contemplated issue date. During the review period, the IMA Food Service Advisor will execute a functional certification as required by AR 30-22 to ensure the requirements are adequately and accurately stated. The Department of the Army Prototype Performance Work Statement for Full Food Service,

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Dining Facility Attendant Service and Management & Food Production Service (most current edition) is mandatory for use at the installation level.

(c) JOC solicitations for review and approval at least 20 working days prior to contemplated issue date.

(d) Solicitations using formal source selection procedures shall be submitted for review and approval at least 20 working days prior to contemplated issue date.

(f) Electronic copies (one icon per complete document) of the following documents shall be included with the solicitation package submitted for review:

(1) Legal Review.

(2) SRB minutes or solicitation review comments.

(3) Pre-invitation Notice, if required.

(4) Contracting Officer's determination to require performance and payment bonds in other than a construction contract.

(5) Quality Assurance Surveillance Plan (QASP).

(6) Contract Administration Plan (CAP).

(7) Source Selection Evaluation Plan, formal or informal, for all negotiated procurements.

(8) Award Fee Plan, if applicable.

(9) Property Administration Plan.

(10) Fund Cite for construction projects.

(11) Any documents relating to unusual contract provisions.

(12) Market research report.

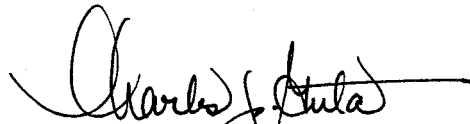
(g) Solicitation closing shall not be delayed pending receipt of solicitation review and approval unless specifically requested by the PARC.

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4. The subject matter experts (SME) and the ACA-SR Contracts Operation Division assignments roster are contained in SRIM 03-01. An organization chart that depicts the Divisions, Branches and personnel assigned is enclosed for your use.
5. For further information, contact Mr. Steve Hunnicutt, [hunnicus@forscom.army.mil](mailto:hunnicus@forscom.army.mil), DSN 367-2419, COMM 404-464-2419.

Encl  
as



CHARLES J. GUTA

Colonel, AC

Director

Army Contracting Agency – Southern Region  
Principal Assistant Responsible for Contracting